

FIELD TRIP POLICY

Reason this policy is important:

The child care facility is structured to provide a safe place for children to explore; however, other environments off-site aren't always as child-friendly or safe. It's important to make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.

Procedure and Practices, including responsible person(s):

- _____ (facility) will notify parents in advance of all field trips requiring transportation and any other special arrangements necessary.
- A parent or legal guardian will sign an informed consent form for all field trips requiring transportation and will be responsible for any fees. (Consent for Child Care Program Activities)
- A well-stocked first aid kit along with the children's emergency contact numbers will be taken on offsite activities
- At least one staff person with current First Aid and CPR certification must accompany children on offsite activities.
- Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
- Whenever possible the caregiver will visit the site ahead of time to determine the safety of the location, what experiences the children may gain along with age-appropriateness and to plan the route of transportation.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities
- Children will be counted before leaving the child care, during the field trip, and again at the time of departure for return to the child care to insure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities.
- A specific caregiver will be assigned to each group of children. A staff member will always accompany children to a public restroom.
- All children will wear identifying information that gives the facility's name and phone number.
- While on walking trips the caregivers will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
- Caregivers will keep younger children together on walking trips with the aid of a travel rope (a knotted rope) that the children hold onto which is stretched between 2 caregivers while they walk. Children may also hold the hand of an adult or use another means that keeps the child physically connected to an adult at all times.
- If a child has medication needs, _____ (position) will be responsible to take and administer the medication as needed.
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When the policy applies:

This policy is in force anytime children are away from the property of the child care program.

Communication plan for staff and parents:

- _____ will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand, and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by _____ with the parents and parents will sign the Consent for Child Care Program Activities. Parents will sign that they have read, understand, and agree to abide by the content of the policies.
- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located _____.
- Parents may receive an additional copy of the policy at anytime upon request. Parents and staff will receive written notification of any updates.

Name and address of child care agency

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References:

- *Caring for Our Children* – <http://nrckids.org>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner
_____ Health Professional (physician, nurse)
_____ Staff member
_____ other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective ____/____/____ and will be reviewed annually by ____/____/____ or sooner if needed. Parents and staff will be notified of any upcoming policy review.

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000

Name and address of child care agency